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Date and time

21.07.94 15:18:19

From: Andreas Gembler and Walter Thoma
 Subject: ***** VERY IMPORTANT MESSAGE *****

To: All EEC and EEMA Region PROFS Users
 Re: Records Disposal Suspension Notice

Profs Note haben
 weiteren schalte:

EZO, WAE, UHA,
 AEB

Ø HHM

→ PMT, JGB, MJV

This follows up on previous messages and communications relating to the need under the Philip Morris Records Management Policy to retain certain categories and types of documents in addition to those already subject to "Disposal Suspension" under previously issued guidelines.

As a result of litigation in the United States, 2 more categories of records have been added to the list of records subject to "Disposal Suspension", namely:

1. Any joint legal representation or joint legal defence agreement between Philip Morris and any third party relating to fire-safe or self-extinguishing cigarettes.
2. Any documents reflecting (i.e. identifying) persons retained by Philip Morris to advertise cigarettes to whom information about the ignition propensity of any cigarette was provided between 1980 and the present.

There may not be any documents/records in the EEC and EEMA Regions falling within these 2 new categories, but if there are, they must be kept until further notice.

For purposes of the Records Management Policy, the usual practice with respect to PROFS and other electronic documents and data that are subject to being retained pursuant to the foregoing has been to keep them in printed form. However, in respect of the new two categories of documents set forth above, you should keep both a paper copy and an electronic copy of each and every message or other document sent or received by you which fall within these categories. That is, you should print out each such message or document and retain it; and you should not delete any such message or document from the PROFS system. If you have any question about how to retain any such message or document on the PROFS system, please contact your End User Support Group.

Thank you for your cooperation in this important matter.

Sincerely yours,

Andreas Gembler and Walter Thoma

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